



DEPARTMENT OF THE NAVY  
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COMNAVSURFORNOTE 4700  
N43  
21 Apr 05

COMNAVSURFOR NOTICE 4700

Subj: MAINTENANCE TEAM ROLES AND RESPONSIBILITIES

Ref: (a) COMNAVSURFORNOTE 4701, Surface Ship Maintenance  
Validation, Screening and Brokering  
(b) COMNAVSURFORNOTE 4702, Surface Ship Work Package  
Preparation  
(c) COMNAVSURFORNOTE 4703, Surface Ship Maintenance  
Placement and Oversight Rules  
(d) CFFC Joint Fleet Maintenance Manual (JFFM)

1. Purpose. The purpose of this notice is to establish roles and responsibilities for the Maintenance Team (MT) members in performing the functions defined in references (a) through (d).

2. Background. Reference (a) established the MT concept for validation, screening and brokering, and the execution management of alterations, assessments and equipment repairs by off-ship activities. Reference (b) supplements reference (a) with work package preparation procedures and new Chief of Naval Operations (CNO) availability planning milestones and business rules. Reference (c) supplements reference (a) with specific business rules for the screening of off-ship work and oversight of the execution of maintenance availabilities. Reference (d) incorporates the provisions of references (a) through (c). While these functions are defined and assigned to the MT, the apportionment of specific roles and responsibilities among the team was left to the individual teams and their members. This notice establishes fundamental roles and responsibilities for each member to clarify and facilitate the performance of MT functions and to establish uniformity among teams. In the case of Forward Deployed Naval Forces (FDNF) ships, organizational relationships within and among supporting maintenance organizations brought about by business circumstances unique to that location may vary from those established in Continental United States (CONUS). Accordingly, the provisions of these

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instructions where they impact existing FDNF ship, Regional Maintenance Center (RMC), and Immediate Superior in Command (ISIC) organizational practice shall be used as guidance and adhered to the greatest extent practicable.

3. MT Roles and Responsibilities. The MT, led by the ship's Commanding Officer (CO), consists of representatives from the ship and the supporting ship maintenance infrastructure responsible for validating, screening, brokering, scheduling, and managing assessment and execution of maintenance work candidates. This team manages the maintenance and modernization process from requirements determination and planning through execution. The core MT members act as a team, and as such, each member of the MT is responsible and accountable for performing his or her assigned roles and responsibilities within the maintenance process. While this instruction contains specific roles and responsibilities for each team member, individuals are expected to act in a synergistic manner, helping each other across role boundaries in keeping with a "team" approach to conducting business. Team members are encouraged to "cross train" each other in their roles so "intra-team" support can become a reality. The team philosophy will help speed the conduct of business and assure that no one member becomes overloaded. The core MT shall consist of the following members with general roles as stated:

a. CO

(1) MT Leader.

(2) Directs the MT members in the accomplishment of their duties while complying with Fleet Forces Command (FFC), Type Commander (TYCOM) and RMC maintenance and modernization policy, budgets and technical direction.

(3) Sets maintenance priorities.

b. Port Engineer (PE)

(1) MT Coordinator.

(2) Manages all maintenance, including assessments, requiring "off ship" assistance.

(3) Validates maintenance requirements and schedules for accomplishment.

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(4) Acts as "Owner's Representative" supporting TYCOM policies and directives.

c. RMC Project Manager (PM)

(1) Manages planning and execution of planned CNO/Continuous Maintenance Availability (CMAV) availabilities.

(2) Establishes and maintains planning and execution milestones.

(3) Coordinates MT activities with the RMC Engineering Department.

(4) Coordinates MT activities with the RMC contracting functions for contracted work.

(5) Prepares and tracks all funding documentation.

d. Ship Material Maintenance Officer (SMMO)

(1) Provides shipboard schedule inputs.

(2) Coordinates MT activities with ship's force personnel.

e. RMC Waterfront Operations Department Ship Superintendent

(1) Manages RMC Production Department work for CMAV and concurrent CNO availabilities.

(2) Coordinates MT activities with the RMC Production Department.

(3) Provides scheduling and status updates.

f. Multi-Ship/Multi-Option (MSMO) Contractor Program Manager, if applicable

(1) Manages authorized contractor/company work.

Note: While core team members are permanent, augmentation may be required during the ship's Interdeployment Readiness Cycle (IDRC). Additional members, such as the RMC (formerly FTSC) Production Technical Representatives, may be designated, as needed. Core team members may also be assigned responsibilities for more than one ship. The primary responsibility of the MT is

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to execute maintenance for assigned ships using the policies and directives of the ship's CO, TYCOM, and the RMC. The MT members interface with the RMC Waterfront Operations Officer (WOO), the RMC Class Team Leader (where assigned), the RMC Production Officer, the RMC Engineering Department Head, the RMC Contracts Officer, and the TYCOM N43 staff in carrying out their roles and responsibilities. For clarity, representative roles and responsibilities of these managers are included in the following roles and responsibilities where they interface with the MT. Primary oversight of the MT is performed by the ship's CO for matters pertaining to the ship's maintenance requirements and by the RMC CO for matters pertaining to work assignment, scheduling and contracting.

4. MT Functions. The MT has four principal functions with associated member responsibilities as detailed below:

a. Determination of Ship Maintenance Requirements. The MT ensures that the ship's Current Ship's Maintenance Project (CSMP) is validated and accurately reflects the ship's material condition and current maintenance status. This function also includes ensuring a cost estimate in man-days and material dollars for all CSMP entries requiring off-ship assistance, which include assessments and technical assistance. The estimates shall be developed by the MT during initial review of the work candidates and shall be based on such information available to the MT as return costs from similar jobs, PE experience, and government estimates. These estimates shall be refined and updated within the CSMP as they are refined in order to provide the MT with adequate data to plan maintenance actions. The MT coordinates inspections, certifications, assessments, and assist visits based on Integrated Class Maintenance Plan (ICMP) and TYCOM requirements. Additionally, the MT may provide on-scene assessment of equipment condition, both of individual pieces of equipment and of distributed systems, to assist Ship's Force in developing appropriate, valid, accurate work candidates. Accuracy of the 2K (including System Work List Item Number (SWLIN) codes) is the responsibility of the initiator (ships force, RMC technical representative or PE). A Planning Board for Maintenance (PB4M) will be used to manage the ship's maintenance program. The PB4M is a regularly scheduled meeting between the ship's MT and the ship's leadership to discuss ship-wide maintenance issues. Chaired by the CO, this forum provides a review of current planned off-ship and organizational maintenance, CSMP quality and accuracy, future maintenance planning, and fiscal concerns. The intent is to ensure clarity of both ship and shore infrastructure efforts with respect to total ship maintenance, operational

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schedules, and other concerns affecting ship material readiness. While the frequency of PB4M meetings may vary due to a ship's schedule, a minimum of one meeting per month is required.

Specific responsibilities are:

(1) Ship CO

(a) Leads the effort to initially identify all shipboard maintenance requirements and to ensure accurate and timely entry into the CSMP.

(b) Directs the priorities of the MT.

(c) Makes ultimate priority decisions on work candidates for his ship, taking into account fiscal controls and Maintenance Figure of Merit (MFOM).

(d) Chairs the PB4M meeting.

1. Addresses maintenance and MT issues.

2. Addresses Ship Maintenance (SHIPMAIN) metrics.

(e) Provides input to assessment planning and scheduling.

(f) Reviews, plans, and ensures accomplishment of organizational level work items.

(g) Approves Casualty Reports (CASREPS) in accordance with NWP 1-03.1, Operational Reports.

(h) Provides input to scoping/descoping conferences.

(i) Approves operational interfaces and commitments for scheduled and unscheduled work, ensuring planned CMAVs are scheduled and integrated into long range plans during operational scheduling conferences.

(j) Leads the ship's force efforts for 2K accuracy.

(k) Reviews and provides input in the development and prioritization of the ship's Maintenance and Modernization Business Plan (MMBP).

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(1) Recommends urgent and compelling decisions to the TYCOM.

(2) PE

(a) Responsible for validation and estimating all intermediate and depot level industrial maintenance for assigned ship(s), including off-ship assessments.

1. Determines and assigns work candidates to the right time period and maintenance availability based on the maintenance team's business plan, operational schedule, RMC workload, material readiness requirements, and cost benefit concerns in order to maximize maintenance productivity, material readiness, and related maintenance cost.

2. Maintains frequent contact with the CO and conducts personal observations of shipboard conditions.

3. First point of contact (POC) at RMC for all off ship maintenance and modernization requirements.

4. Communicates, coordinates, and tracks ship and applicable class problems.

5. Knowledgeable of ship maintenance and machinery histories for work performed by off ship activities.

6. Schedules and assists the ship's CO in conducting the PB4M, including agenda development to include:

a. CNO advance planning milestones.

b. CASREPS and Departures from Specifications (DFS).

c. CSMP review.

d. ICMP and assessment requirements.

e. MT issues.

7. Establishes and uses an effective communication plan with the ship during deployment.

8. Validates all off ship work candidates:

a. Initial Validation

(1) Validate 2Ks and upload Job Sequence Number (JSNs) into Maintenance Support Tool (MST).

(2) Validate per Ship Configuration and Logistic Information System (SCLISIS) as applicable including SWLIN code.

(3) Utilize the ICMP as applicable.

(4) Coordinate correction of incomplete JSNs with SMMO.

b. 2K Requirement Validation

(1) Ship check for JSN accuracy.

(2) Modify Block 35 as applicable.

(3) Assign initial cost estimate.

(4) Integrate team members' inputs into JSNs.

(5) Return invalid JSNs for cancellation.

c. Final Validation

(1) Verify MFOM.

(2) Review CSMP for aggregate JSNs.

(3) Responsible for initial estimates.

(4) Update 2K Block 35.

9. Applies knowledge of marine engineering, system diagnostics, and condition based maintenance with a developed in-depth familiarity of the ship, its systems and equipment, and schedule of operations to provide risk management assessment of all ship work requirements and develops prioritized ship work recommendations.

10. Coordinates MT effort to maintain current status of all work candidates.

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11. Maintains the shore file CSMP accuracy and provides recommended changes to the shipboard CSMP to the SMMO and 3M Coordinator.

(b) Provides the ship with technical advice and guidance on correct procedures for maintenance and modernization requests/recommendations based on appropriate technical authority input.

(c) In conjunction with TYCOM guidance, includes modernization items, i.e. Ship Alteration Information (SHIPALTs), in the MMBP.

(d) Coordinates and reviews material assessment plans with Maintenance Team and supporting activities and recommends appropriate tech assist visits and inspections based on Regional Maintenance Automatic Information Systems (RMAIS)/ICMP/TYCOM requirements and ship's input.

1. Schedules ICMP/TYCOM assessments and inspections on assigned ship(s).

2. Reviews assessment findings prior to CSMP entry.

3. Attends In and Out Briefings of assessment teams.

4. Assists Ship's Force with discrepancy documentation.

(e) Coordinates off-ship maintenance for the ship's CO.

(f) Attends availability pre-planning meetings.

(3) RMC PM

(a) RMCs principal Advance Planning Manager for work on CNO availabilities and scheduled CMAVs conducted at contractor or government depots.

(b) Assists with the validation, brokering and tracking through execution of all assigned maintenance work items.



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1. Assists with discrepancy documentation.
  2. Verifies RMC acceptance criteria met.
  3. Ship checks JSNs as requested.
  4. Recommends estimates for JSNs.
  5. Recommends invalidation of JSNs, if applicable.
  6. Verifies technical accuracy of the scope of repairs.
  7. Recommends Master Spec Catalog (MSC) specification or template to accomplish the D-level repair in accordance with reference (b).
  8. Annotates 2K with MSC master specification or template identification information in the 2K Block 35 in accordance with reference (b).
  9. Obtains contract authority for brokered work through the Contracting Officer.
- (c) Participates in PB4M.
- (d) Provides authoritative information and advice to inquiring parties in matters of mutual concerns to include cost and time estimates, planning future work, contractor capabilities, and capacity for accomplishment.
- (e) Ensures appropriate technical authority is consulted for technical decisions regarding reliability, configuration, and system performance.
- (f) Participates in reviewing MT performance metrics and identifying/proposing solutions to maximize efficiencies.
- (g) Ensures National Security Agency (NSA) functions are achieved.
- (h) Acts as the RMC business agent for outside activities.
- (i) Chairs availability pre-planning meetings.

(4) Ship SMMO

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(a) Supports the Ship's CO in carrying out his duties on the MT.

(b) Acts as ship's point of contact for maintenance issues.

(c) Maintains an accurate and timely shipboard CSMP.

(d) Assists MT in 2K validation.

1. Assists Team members with ship checks.

2. Coordinates cancellation of returned JSNs with Work Centers.

3. Coordinates correction of JSN with work centers.

(e) Supports the PE in the PB4M along with the 3MC in defining maintenance requirements including:

1. CSMP review

2. Ship's schedule

3. CASREPS and DFS

4. Ship's Force maintenance

5. Annual Certifications (as required)

6. Assessments and Inspections

(f) Assists in conducting of maintenance by:

1. Providing services of ship's point of contact for visitors.

2. Coordinating arrivals and in-briefs.

3. Initiating requests for local technical assistance (as required).

(g) Monitors the accuracy of 2Ks that are approved by the Division Leading Chief Petty Officers (LCPOs), including

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SWLIN codes, and takes corrective action when errors are discovered.

(h) Provides necessary technical information, access and coordination for shipboard support of MT efforts.

(i) Implements JFMM work authorization form (WAF) program.

(j) Approves JSN validations and modifications.

(5) RMC Production Technical Representative. Acts as primary point of contact for material assessments as requested by the PE and RMC management.

(6) MSMO Contractor PM

(a) Provides information and advice to the government on matters of mutual concern to include contractor cost and time estimates, future work planning, contractor capability and capacity for varied work accomplishment (port loading), production management, and production problems for various availabilities.

(b) Provides recommendations for reduction of premiums in the accomplishment of work.

(7) RMC Waterfront Operations Department Ship Superintendent

(a) Production technical advisor for MT.

(b) Provides recommendations regarding assignment of work candidates to RMC Production Department. Assignment is based on the capabilities and capacities of the RMC provided in existing directives. Because existing directives require that all off ship maintenance be initially screened to the public sector, the superintendent works closely with the PE on the validation, screening and brokering of all work candidates.

(c) Coordinates the performance of I-level work between Ship and Production Department including all scheduling and availability coordination.

(d) Assists in conflict resolution during execution phase of work by Production Department.

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1. Assists in metric analysis; particularly at the I-level.

2. Assists Ship and PE in ensuring work candidates are properly formatted for submission to Production Department.

3. Ship checks JSNs as applicable.

4. Provides estimates on all I-level work candidates.

5. Recommends cancellation of invalid work candidates if applicable.

6. Refers validated I-level discrepancy from RMAIS to the Production Dept Automated Information System (AIS), either Navy Enterprise Maintenance Automative Information System (NEMAIS) or Maintenance Resource Management System (MRMS), and induct job into Production Dept AIS.

(e) Maintains current status of production department work.

(f) Liaisons directly with ship's force and Production Department in regards to production related maintenance.

1. Verifies technical accuracy of the scope of repairs.

2. Recommends MSC specification or template to accomplish the I-level repair in accordance with reference (b).

3. Assists with discrepancy documentation.

(8) RMC Class Team Leader

(a) Manages class procedures and provides work process improvement.

(b) Provides Waterfront Operations management attention for class ships.

(c) Monitors total effort across core teams and corrects deficiencies/ potential class related problems.

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(d) Provides support for modernization such as lessons learned, Port Engineering Officer(PEO) communication, TYCOM assistance in prioritization/scheduling across class.

b. Budgeting for Ship Maintenance. This function requires the MT to apply their knowledge of the ship's material condition and prospective operating profile to develop the budget recommendation for the ship's upcoming fiscal year maintenance funding requirements. This is done 6-8 months prior to the start of the upcoming fiscal year. The MT's assessment of the ship's anticipated material condition for budget consideration shall include the validated CSMP, applicable ICMP tasks (including planned alterations from the Navy Data Environment (NDE)), outstanding departures from specification, CASREPs, and IDRC cost-driving events such as Initial Assessment (IA), Underway Demonstration (UD) and Board of Inspection and Survey (INSURV) material inspections. This MMBP shall address funding requirements for CNO availabilities, advance planning, and planned and unplanned continuous maintenance availabilities. The MT members review these funding requirements with the ship's CO. Once approved by the ship's CO, the PE, as the MT coordinator, submits this funding requirement as the ship's MMBP to the Commander, Naval Surface Force, U.S. Pacific Fleet (CNSP)/Commander, Naval Surface Force, U.S. Atlantic Fleet (CNSL) N43 via the RMC WOO. The CNSP/CNSL N43 and RMC CO assess the Force MMBP against overall budget controls and other regional maintenance funding issues and, if required, make adjustments. The MFOM shall be a factor in approval of MMBPs. The result is a "final" MMBP for each ship approved by the RMC CO and based on budget authority from CNSP/CNSL N43. Any adjustments to the business plans are negotiated between the individual MT and the RMC CO. The ship's CO and the MT members are required to maintain their ship within the fiscal guidance defined by the approved MMBP. A ship's material condition directly impacts its ability to execute all assigned missions and operational tasking. This in turn is a direct reflection on the TYCOM and RMC ability to fund and execute the individual ship MMBP. Specific responsibilities are:

(1) TYCOM N43

(a) Establishes funding business rules for RMC Commanders to use in setting individual MMBP controls.

(b) Establishes MFOM guidance in accordance with Commander, Naval Surface Forces (CNSF) policies.

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(c) Transmits by naval message approved individual ship maintenance funding controls after final negotiation with RMC Commanders.

(2) Ship's CO

(a) Sets maintenance funding priorities for his ship using established TYCOM business rules, including the MFOM.

(b) Reviews, approves and presents the MMBP to higher authority.

1. Approves the POA&M for the MMBP development.
2. Approves final ship's version of the MMBP.
3. Receives actual spending levels or controls from the RMC.
4. Approves Quarterly Phasing Plans.
5. Adjusts quarterly phasing based on Operations schedules, etc, as approved by the RMC.
6. Requests shifting of funds between CNO and CM availabilities.
7. Advises ISIC of proposed changes in the MMBP which may affect Operations (OPS) schedules or modernization plans.
8. Requests MMBP funding adjustments above total remaining funds from the RMC, as necessary.

(3) RMC CO

(a) Obtains funding controls from the TYCOM.

(b) Reviews and approves individual ship maintenance business plans based in part on the operational cost drivers/requirements facing the ship in the upcoming Fiscal Year.

(c) Assesses individual ship Business Plans against overall budget controls and other regional maintenance funding issues, and adjusts as required using MFOM as an indicator of relative maintenance priority between hulls.

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(d) Provides actual funding spending levels or controls to MTs.

(e) Oversees ship MMBPs and coordinates funding control shifts with the TYCOM N43 as required. Changes to individual ship controls exceeding 10% require TYCOM notification; changes in excess of 20% require TYCOM approval.

(4) PE

(a) Develops and manages the MMBP for his ship.

1. Develops POA&M to initiate the MMBP.

2. Uses the ICMP, CSMP, NDE, CASREPs, and projected ship requirements to forecast the MMBP requirement.

3. Establishes and incorporates long lead time material (LLTM) and Advanced Planning budgets.

4. Annotates maintenance windows for CNO, CMAV, CM and emergent work for the budget cycle based on knowledge of ship conditions and schedules.

5. Manages the authorized Advanced Planning and LLTM budgets to include emergent maintenance funding.

6. Divides controls into quarterly phasing plan.

(b) Reviews the MMBP with the ship's MT and obtains concurrence of the ship's CO.

(c) Presents the MMBP to the RMC management for approval, acting as the ship's agent, where appropriate.

(d) Maintains Budget and Phasing plans to support all levels of maintenance for assigned ships.

1. Recommends funds shifts between CNO and CM availabilities for more efficient execution of maintenance and modernization.

2. Provides revised quarterly phasing plan, Summary of Events (SOE) supporting change and formal recovery

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plan for proposed MMBP adjustments exceeding total remaining funds (if required) to the RMC for approval.

3. Assists with funds recapture from repair under-runs.

(e) Maintains a "Summary of Events" of budgetary decisions in support of the ship's MMBP.

(f) Develops and submits Business Case Analysis (BCA) for unforeseen changes in the MMBP.

(g) Reviews and concurs with all expenditures in accordance with the MMBP.

(5) Ship SMMO

(a) Coordinates the maintenance business plan development with the ship.

1. Recommends CSMP maintenance.

2. Identifies DFS JSNs.

3. Identifies known CASREP JSNs.

4. Identifies INSURV material discrepancies including safety, health and environmental.

5. Incorporates special events into the scheduling process.

a. INSURV

b. Deployment schedule

c. Deployment groom requirements

d. Ordnance requirements

e. Change of Command

(b) Recommends in-port periods for CM maintenance.

(c) Recommends CNO availability out-year support.

(6) RMC PM



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(a) Provides input for funding requirements.

1. Recommends periods of CM-Depot availabilities.

2. Recommends budget adjustments.

3. Upon MMBP approval, establishes CNO availability in the Navy Maintenance Database (NMD).

4. Facilitates funds recapture from repair under-runs.

(b) Complies with the approved MMBP.

(7) RMC Waterfront Operations Department Ship Superintendent

(a) Recommends periods for RMC Production Department CM availabilities.

(b) Advises on Production Department resources, if applicable.

(8) RMC Class Team Leader

(a) Provides support in conducting cost studies across class.

(b) Assists core teams with fiscal priorities within budgetary controls.

(c) Provides financial/contractual oversight and control.

(d) Recommends policy changes via WOO.

c. Technical Expertise. In this function, the MT members assist the CO in maintaining a current, valid CSMP that serves as the single authoritative source for all information on all maintenance requirements. All technical guidance and advice provided by the members of the MT must be in compliance with Commander, Naval Sea Systems Command (NAVSEA) approved guidance and policy. Members of the MT do not possess designation as a Technical Authority (Technical Warrant holder) granted by the NAVSEA. In instances where action by a NAVSEA Technical

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Authority is needed, the PE will request the RMC Engineering Department to coordinate resolution with the TYCOM and NAVSEA 05. Using the ship's schedule, crew capabilities, and local maintenance business practices, the MT coordinates inspections, certifications, assessments and assist visits in support of the ICMP. The MT also supports the ship's force in initiating Distance Support requests. Specific responsibilities are:

(1) Ship CO

(a) Initiates requests for technical assistance, including distance support.

(b) Approves technical assistance final resolution.

(2) PE

(a) Recommends technical assist requests to the RMC management.

(b) Serves as the ship's technical expert for all ship maintenance and repair requirements. This includes functioning as the technical point of contact, based on possession of a marine engineering license (USCG Steam, Diesel, or Gas Turbine), which validates the cross-functional ability of the individual for all problem resolution efforts by technical activities.

(c) Through applied use of innovative engineering methods and approaches, develop effective resolution to continuous and long standing material deficiencies, which adversely affect operational reliability or efficient use of shipboard manning.

(d) Provides the ship with technical advice and guidance on correct procedures for maintenance and modernization requests/recommendations, such as the development of proposed SHIPALTS considered necessary to enhance ship's mission effectiveness, safety, or economic viability.

(e) Recommends assessment schedules to the RMC.

(3) Ship SMMO

(a) Requests and coordinates technical assist visits.

(b) Submits, coordinates and tracks Departure from Specification (DFS).

(c) Ensures 2K initiation in support of distance support and technical assists.

(4) RMC Technical Representative

(a) Acts as primary point of contact for technical assist visits.

(b) Obtains technical resolution for DFSs.

(5) RMC PM

(a) Assures that the appropriate technical authority makes technical decisions regarding reliability, configurations, and system performance.

(b) Ensures all specifications for work are developed using approved technical guidelines ensuring maximum use of current NAVSEA approved Standard Items and Standard Work Item templates (Master Spec Catalogue).

(6) RMC Class Team Leader

(a) Provides technical engineering support across class.

(b) Manages technical engineering support across class.

d. Availability Planning and Execution Coordination. The MT performs this function in support of the RMC, by developing, planning, and executing scheduled availabilities, continuous maintenance availabilities, and emergent repairs of assigned ships within the resources provided. The MT, as a result of the familiarity with the ship and the maintenance requirements, serves as the RMC point of contact in coordinating maintenance and associated planning activities in support of off-ship maintenance. Specific responsibilities are:

(1) RMC CO, or his designated representative

(a) Assigns CM and Emergent Maintenance Availabilities.

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(b) Provides oversight on PE recommended brokering of work.

(c) Funds CNO and CM Depot Availability contracts.

(d) Authorizes Growth and New Work based on PEs recommendations.

(e) Acts on MSMO cost performance concerns.

(f) Resolves CNO availability scheduling issues with RMC, TYCOM and PE.

(g) Approves other contracting vehicles, as applicable.

(h) As funding permits, authorizes maintenance below MFOM threshold.

(i) Chairs post availability "Hot Wash" meetings.

(2) Ship CO

(a) Approves final work package submission for the ship.

(b) Oversees work execution by maintenance activities.

(c) Generates weekly progress message.

(3) PE

(a) Supports the RMC in planning assigned ship maintenance/modernization availabilities.

1. Applies principles of continuous maintenance (CM) in developing and scheduling work packages.

2. Creates CM availabilities using established availability scheduling guidelines.

3. Recommends CM opportunities to the ship CO and the RMC management.

4. Conducts work specification reviews, in conjunction with the RMC Planning Activity's APM.

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5. Chairs preliminary planning meetings.
6. Screens work candidates to appropriate level of maintenance (O,I,D) and continuously final-screens 2Ks.
7. Brokers work candidates to scheduled availability periods (CNO/CM/EM) in coordination with the SMMO and RMC management and established COMNAVSURFOR/RMC business rules.
  - a. Brokers 2Ks in accordance with TYCOM and RMC directives.
  - b. Brokers repairs below the MFOM threshold into most the cost effective maintenance periods.
8. Integrates work candidates to form optimized work packages.
9. Authorizes work candidates through RMAIS subject to oversight by the RMC management.
10. Coordinates the development of depot repair cost estimates using experience, analysis and other applicable sources.
11. Works with TYCOM and RMC on ship maintenance scheduling.
12. Recommends resolutions to resolve CNO scheduling issues.
13. Recommends maintenance below MFOM threshold.
14. Assists RMC PM with work package analysis for MSMO contracts.
15. Reviews assessment results for inclusion in work packages.
16. Accomplishes Spec Review for contracts prior to solicitation.
17. Provides input to contract bidders' question replies during solicitation as requested.

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18. Provides "hot wash" input documentation during availabilities.

19. Maintains CASREP status.

20. Coordinates Automated Work Request(AWRs) for service work.

(b) Concurs with the issue of funds to the executing activity.

(c) Executes the approved MMBP within TYCOM/RMC Guidance to best utilize windows of opportunity.

(d) Coordinates maintenance availability scheduling and execution.

1. Makes recommendations to the ship CO and RMC management on any deferred work items.

2. Ensures completion 2Ks are entered into the CSMP and RMAIS.

3. Documents availability final costs in CSMP.

4. Validates CSMP.

5. Attends lessons learned (hot wash-up) conferences as appropriate.

6. Presents and explains MT metrics to RMC management.

(4) WOO

(a) Oversees authorization.

(b) Oversees screening recommendations.

(c) Oversees brokered work to performing activity and assigned availability based on operational schedule, RMC workload (level loading), material readiness requirements and cost concerns in order to maximize maintenance productivity.

(d) Oversees work package integration recommendations.

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(e) Oversees and directs material assessment recommendations.

(f) Reviews requests for Growth and New Work (G&NW).

(g) Obtains Urgent and Compelling (U&C's) authority from the TYCOM. Note: All funding documents, U&C's, Justification and Authorizations (J&A's), will be released by the RMC.

(h) Provides oversight in day-to-day operations of all work execution.

(5) RMC PM

(a) Manager responsible for cost reporting, schedule, and status of all planned CNO and CMAV work conducted at contractor and government facilities.

1. Coordinates, schedules, and administers advance planning functions in timely manner.

2. Forwards depot-level work items to appropriate procurement or contracting authority and monitors progress of contract award.

3. Assists with availability final cost validation.

4. Assists with controls verification to fund all repairs for an avail.

5. Analyzes work package to maintain available dates, level load contractor and minimize premiums.

6. Assures planning estimates are established for timely receipt of funds, requests funds, and distributes relevant availability information.

7. Coordinates review of both government and contractor estimates for "reasonableness and fairness." Recommends alternate contracting vehicles if applicable.

8. Submits depot-level work packages to appropriate procurement activity for solicitation.

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9. Assists in review of contract work specifications.

a. Uses MSC specifications for Fleet Fast Pay (FFP) contract planning.

b. Assists with Spec Review; tracks and records changes for FFP contracts.

c. Responds to contract bidders' questions during FFP solicitation.

10. Provides inputs for funding requirements and serves as the Maintenance Team funds manager for CNO availability preparation and execution.

a. Using MSMO bi-weekly cost reports, assesses cost performance of the MSMO contractor.

b. Recommends items of concern to CO.

11. Reviews MT performance metrics.

12. Chairs advance planning meetings.

13. Reviews and accepts or modifies recommended availability milestones.

14. Enforces depot availability "lock" dates.

15. Updates appropriate Product and Pricing databases.

16. Prepares advance planning status messages, fuel and ammo offload, readiness to start, pre-availability agreement, monthly availability status messages, and completion messages for scheduled CNO/CMAV availabilities.

(b) Coordinates and oversees depot level work execution in government and contractor facilities.

1. Coordinates interfacing non-RMC activities (i.e. Systems Commander (SYSCOM), TYCOM, In-Service Engineering Agent (ISEA), and AIT teams and other customers) during availability execution in support of RMC availability objectives to acquire information needed for making emergent decisions, involving scheduling and commitment of resources; Oversees Contractor and Naval Shipyard work during availability



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execution; Progresses and monitors other integrated availability work.

2. Resolves problems that affect end cost, quality, schedule and performance of availabilities or contracts assigned.

3. Coordinates interface of Non-NSA activities during availabilities.

4. Coordinates resolution of technical issues (such as DFS, Condition Reports, LARS, etc.) during availability execution.

5. Recommends growth and new work based on BCA subject to oversight by RMC management.

6. Assists with BCA preparation.

7. Verifies that controls are sufficient to fund all repairs above the MFOM threshold.

8. Reviews bi-weekly MSMO cost reports for cost performance.

9. Executes availability planning milestones.

10. Prepares the Business Case Analysis (BCA) on G&NW recommendations.

11. Recommends resolutions for G&NW to the PE based on BCA.

12. Coordinates U&C requests for the RMC.

13. Provides input for funding requirements and serves as the MT funds manager to accomplish contracted work.

14. Reviews the authorization and funding and submits information to contracting officer for negotiation on growth and new work.

15. Chairs weekly production progress meetings and provides regular status reports to RMC CO.

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16. Reviews condition reports and evaluates submitted time and cost estimates for accomplishment or deferral in concert with the Port Engineer's concurrence.

17. Coordinates the "continuous" Technical Analysis Report (TAR) process (MSMO contracts).

18. Verifies funds availability and updates funds tracking reports.

19. Edits, correlates, and performs quality audits of work specification packages in conjunction with MT members.

20. Oversees an independent government review of brokered work candidates for obligation of government funds and for execution.

21. Acts as Sea Trial Coordinator.

22. Ensures completion reports are initiated by performing maintenance activity and completes the 2K documentation.

(6) MSMO Contractor PM

(a) Supervises contractor work.

1. Supervises planning of work performed by contractor activity.

2. Executes assigned maintenance and modernizations work items in addition to CM/EM as applicable.

(b) Establishes and recommends availability milestones.

(c) Reviews and submits conditions reports.

(d) Initiates completion reports for authorized work completed.

(7) Ship SMMO

(a) Interfaces with the PE and the executing maintenance provider to resolve maintenance issues.

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(b) Generates any new work requests along with supporting urgency information.

(c) Ensures valid deferred work is incorporated into the CSMP.

(d) Ensures ship's force verification of completed work and return of completion 2K to Port Engineer.

(8) RMC Technical Representative as assigned

(a) Submits 2Ks based on assessment recommendations.

(b) Submits completion 2K for completed assessments/tech assists.

(9) RMC Waterfront Operations Department Ship Superintendent

(a) Coordinates work planned and performed by RMC Production Department including NEMAIS/MRMS updates and data entry.

(b) Assists with availability final cost validation.

(c) Assists with controls verification to fund all repairs for an availability.

(d) Attends availability Plan of the Day (POD).

(e) Ensures completion 2K is initiated by maintenance activity for completed authorized work.

(10) RMC Class Team Leader

(a) Briefs Waterfront Management on class matters and CPARS.

(b) Provides conflict resolution for class issues.

(c) Provides contract strategy, advice for the class.

(d) Provides oversight of class repair/modernization planning and execution.

(e) Voting member of the award fee board.

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(f) Manages hazard risk assessments for the class.

(g) Provides liaison for the class with SYSCOMS.

4. Business Rules. Business rules governing the above roles and responsibilities are contained in references (a) through (d).

//SIGNED//

P. H. GREENE, JR.  
Chief of Staff

Distribution:

SNDL Part 1 and 2

21A1 Commander, U.S. Atlantic Fleet

21A2 Commander, U.S. Pacific Fleet

24A1 Air Force Commander LANT

24A2 Air Force Commander PAC

24D Surface Force Commanders

24G Submarine Force Commanders

25 Mine Warfare

25A1 Mine Countermeasures Divisions And Squadrons

26A1 Amphibious Group LANT

26A2 Amphibious Group PAC

26C Beach Group

16E1 Amphibious Unit LANT

26E2 Amphibious Unit PAC

26J1 Afloat Training Group and Detachment LANT

26J2 Afloat Training Group and Detachment PAC

26T1 Regional Support Group and Detachment LANT

26T2 Regional Support Group and Organization PAC

26U2 Southwest Regional Maintenance Center

28A1 Carrier Group LANT

28A2 Carrier Group PAC

28B1 Cruiser-Destroyer Group LANT

28B2 Cruiser-Destroyer Group PAC

28C1 Surface Group and Force Representative LANT

28C2 Surface Group and Force Representative PAC

28D1 Destroyer Squadron LANT

28D2 Destroyer Squadron PAC

28F2 Logistics Group Western Pacific

28J1 Combat Logistics Squadron LANT

28L1 Amphibious Squadron LANT

28L2 Amphibious Squadron PAC

29A1 Guided Missile Cruiser LANT (CG)

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29A2 Guided Missile Cruiser PAC (CG)  
29C1 Patrol Coastal LANT (PC)  
29C2 Patrol Coastal PAC (PC)  
29F1 Guided Missile Destroyer LANT (DDG)  
29F2 Guided Missile Destroyer PAC (DDG)  
29AA1 Guided Missile Frigate LANT (FFG)  
29AA2 Guided Missile Frigate PAC (FFG)  
30 Mine Warfare Ships  
31A1 Amphibious Command Ship (LCC) LANT  
31A2 Amphibious Command Ship (LCC) PAC  
31G1 Amphibious Transport Dock LANT (LPD)  
31G2 Amphibious Transport Dock PAC (LPD)  
31H1 Amphibious Assault Ship (LHA) LANT  
31H2 Amphibious Assault Ship (LHA) PAC  
31I1 Dock Landing Ship LANT (LSD)  
31I2 Dock Landing Ship PAC (LSD)  
31N1 Multi-Purpose Amphibious Assault Ship LANT (LHD)  
31N2 Multi-Purpose Amphibious Assault Ship PAC (LHD)  
32H1 Fast Combat Support Ship LANT (AOE)  
32H2 Fast Combat Support Ship PAC (AOE)  
32X1 Salvage Ship LANT (ARS)  
32X2 Salvage Ship PAC (ARS)  
A1J1L PEO SHIPS (PMS400/PMS377/PMS325)  
FB30 SHIP REPAIR FACILITY (NSRF Yokosuka, Japan)  
C31G Ship Repair Facility Detachment PAC (Sasebo, Japan)  
FB29 Naval Intermediate Maintenance Facility PACNORWEST  
FKA1G Sea Systems Command (SEA 04/SEA 02)  
FKP7 Shipyard (PSNSY, PHNSY, NNSY only)  
FT88 Engineering Duty Officer School  
FT43 Surface Warfare Officers School Command  
SURFMO Yokosuka, JA  
SURFMO Sasebo, JA